

7 December 1962

MEMORANDUM FOR: Chief, Accounts Branch

SUBJECT : Finance Division Action and Review of Audit Reports

1. In lieu of preparing memoranda indicating the determinations made by the Finance Division when reviewing audit reports, it is requested that stencil copies of the attached be used as advice to this office of action taken by the Chief, Accounts Branch.
2. It is requested that the copy of the Subject audit report be attached to the advice when submitted to this office for review. After noting action taken the advice and audit report will be returned to your Branch.
3. If there is action or information contained in the audit report which affects other offices of the Comptroller, such as, the Budget Division or Technical Accounting Staff, a copy of the advice should be furnished the appropriate office with adequate explanation, or a copy of the audit report or excerpts therefrom, indicated in paragraph 3, under Remarks. If specific action is required of the Finance Division, a copy of the advice should be furnished the Audit Staff indicating action taken.
4. Items of general interest to the Comptroller or the Finance Division which require attention by Comptroller personnel at Field Stations or Headquarters components are to be covered in narrative form in paragraph 3, indicating follow up or action taken by the Accounts Branch in resolving the questions raised by the auditor.
5. It is requested that the procedure outlined herein be adopted immediately.

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Chief, Finance Division

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